

**STARS USER MANUAL..... 1**

**INDEX-24 FORM DATA ENTRY INSTRUCTIONS..... 1**

# STARS USER MANUAL

## INDEX-24 FORM DATA ENTRY INSTRUCTIONS

The following data element descriptions assume your agency does its own Index code data entry. These are the same guidelines used by the State Controller's Office.

<b>Data Element</b>	<b>Description</b>
AGENCY NAME	Name of your agency
AGENCY CODE Once added, cannot be changed	Your three-digit agency code
CONTACT NAME	Name of person in your agency to contact
PHONE #	Phone number of Contact person
A=Add C=Chg	Enter the one-character Function code. <b>A</b> - ADD a new record <b>C</b> - CHANGE an existing record  Put an end date on the Index in order to stop its use and/or eliminate table rollover into the next fiscal year.
INDE	Enter a four-digit Index code, which uniquely identifies the lowest level of the Organization structure. See the <a href="#">Classification Structure</a> chapter for more information on organization structure.
BFY	Enter the two-digit Budget Fiscal Year to identify the fiscal year of the Index Code. This should not be greater than the current fiscal year or next fiscal year after table rollover.
PRI	A lookup element. <b>Y</b> – Yes Payroll <b>N</b> - No
TITLE	Enter the Index Title, up to forty characters. You should not leave this blank.

For the next group of data elements (or indicators), it is important to understand the implications before you enter them.

Be sure you understand how to make adjustments if you incorrectly enter or change the elements. If you must make changes, we recommend that you make the change on the Index for the new fiscal year.

The level you use will be the level displayed on the "online" File Inquiry screens. If a high degree of detail is required for reporting purposes, then the indicator must reflect that degree of detail. Reports can be produced which give information at more summarized levels, but reports cannot be ordered for a lower level of detail than is posted to the file. This level should be the lowest level of detail that you may want on your reports and online.

<b>Data Element</b>	<b>Description</b>
DIVISION	Enter the two-digit Division code or leave blank. If entered, the AGENCY-DIVISION combination must already be in the Division (D03) descriptor table.
BUREAU	Enter the two-digit Bureau code or leave blank. If entered, the AGENCY-DIVISION-BUREAU combination must be in the Bureau (D04) descriptor table.
SECTION	Enter the two-digit Section code or leave blank. If entered, the AGENCY-DIVISION-BUREAU-SECTION combination must already be in the Section (D05) descriptor table.
UNIT	Enter the two-digit Unit code or leave blank. If entered, the AGENCY-DIVISION-BUREAU-SECTION-UNIT combination must already be in the Unit (D06) descriptor table.
BUDGET UNIT	Enter the four-character Budget Unit code or leave blank. If entered, it must be in the Budget Unit Table (table 20).
PCA	Enter the five-digit Program Cost Account number or leave blank. If entered, it must be in the Program Cost Account (PCA) table 26. If you are Index-driven, this should be entered.

Data Element	Description
ALLOC ORG LEVEL INDICATOR	<p>Allocation Organization Level Indicator</p> <p>Enter the one-character indicator for the level of Organization and Fund at which you want to post and/or control your allocation for this Index. The Index Table usually contains data below the level required for appropriation control, but must be <u>at least</u> to the level of appropriation control.</p> <p>Additionally, this indicator designates if you want the allocation posted/controlled by Fund. You must enter the organization levels on the Index to at least the level of the Allocation Organization Level Indicator. For example, if level 'C' is used, you must enter the AGENCY and DIVISION.</p> <p style="text-align: center;"><b><u>FUND</u>      <u>ORGANIZATION</u></b></p> <p><b>0</b> – No FUND, No Organization level  <b>1</b> – No FUND, AGENCY level  <b>2</b> - No FUND, DIVISION level  <b>3</b> – No FUND, BUREAU level  <b>4</b> – No FUND, SECTION level  <b>5</b> – No FUND, UNIT level  <b>6</b> – No FUND, INDEX level  -OR-  <b>A</b> – By FUND, No Organization level  <b>B</b> – By FUND, AGENCY level  <b>C</b> – By FUND, DIVISION level  <b>D</b> – By FUND, BUREAU level  <b>E</b> – By FUND, SECTION level  <b>F</b> – By FUND, UNIT level  <b>G</b> – By FUND, INDEX level</p>
FUND	Enter the four-digit Fund or leave blank. If entered, it must be in the Fund (D22) descriptor table and on the budget unit you use.
FUND DETAIL	Enter the two-digit Fund Detail or leave blank. If entered, it must be in the Fund Detail (D23) descriptor table.
ORG REPORTING CATEGORY	Currently not used.

<b>Data Element</b>	<b>Description</b>
PROJECT NUMBER	Be aware that information in the Index reports may be for multiple projects/phases.
PROJECT PHASE	Enter the six-character Project Number and the two-alphanumeric Project-Phase or leave both fields blank. If entered, it must be in the Project Control (PC table 27). This data element may be used to force your agency to manually enter a project number by setting up a dummy project with an end date (project number 999999-99).
CONVERTED ORG IND	Not currently used
GRANT NUMBER	Be aware that information on the Index reports may be for multiple grants/phases.
GRANT PHASE	Enter the six-character Grant Number and the two-alphanumeric Grant-Phase or leave both fields blank. If entered, it must be in the Grant Control (GC - table 29). This data element may be used to force your agency to manually enter a grant number by setting up a dummy grant with an end date (grant number 999999-99).
FACILITY	Be aware that the Index reports may be for multiple facilities. Enter the four-character Facility code or leave blank. If entered, it must be in the Facility (D26) descriptor table.
TASK	Be aware that the Index reports may be for multiple tasks. Enter the four-character Task code or leave blank. If entered, it must be in the Task (D27) descriptor table.
LOCATION	Be aware that the Index reports may be for multiple locations. Enter the six-character Location code or leave blank. If entered, it must be in the Location (D36) descriptor table.
EFFECTIVE START DATE	Enter the six-digit Effective Start Date (MMDDYY) or leave blank. Identifies when the Index Code becomes effective. You cannot make postings to this Index before the effective start date. If left blank, postings can begin at any time.
EFFECTIVE END DATE	Enter the six-digit Effective End Date (MMDDYY) or leave blank. Identifies when an Index Code ceases to be effective. You cannot make postings to this Index after the effective end date. If left blank, you can post at any time. If you do not want this Index rolled forward into the next fiscal year, put a 06-30-XX end date on before table rolls.